

VACANCY ANNOUNCEMENT



STATE BOARD OF EQUALIZATION

450 N Street, Sacramento, CA 95814

You are invited to apply . . .

for any of the positions listed on the attached pages.

To apply, you must be eligible for appointment from a California State Civil Service List, or you must be a State of California employee who is within transfer range of the new position. Training and development assignments and lateral transfers may be considered for most positions.

All appointments are subject to and pending departmental approval.

Some positions may require that you work in a high-rise building.

We are looking for . . .

well-qualified men and women in a variety of professional positions, including tax accountants, appraisers, programmers, analysts, business taxes representatives, and tax auditors. Employees of the Board of Equalization are part of a team whose members care about them as well as the job they do. And because they do, you will be given responsible jobs, excellent training, and many opportunities to accomplish your professional goals.

To apply, submit a standard state application form . . .

and other requested information to the contact listed for the vacancy.



Drug-free workplace. It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing civil service and the special trust placed in public servants.

An affirmative action employer. Equal opportunity to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious creed, political affiliation, age, sexual orientation, or medical condition.

Job Hotline
(recording)
916-322-9703
CalNet 492-9703
(916) 323-5180 (EXAMS)
CalNet 473-5180

TDD Assistance
TDD Phones: 1-800-735-2929
Voice Phones: 1-800-735-2922

**Equal Employment
Opportunity Office**
916-322-7639
CalNet 492-7639

ASSOCIATE BUSINESS MANAGEMENT ANALYST

Position Number: 290-391-4742-881

(OR) STAFF SERVICES ANALYST

Position Number: 290-391-5157-881

Location: Admin / Processing & Facility Mgt.

Salary: \$3915-\$4759 (or) \$2507-\$3957

Time Base: P/FT VPOS DATE: 04/03/01

Contact: Pat Borden
450 N Street, MIC: 21
Sacramento, CA 95814
(916) 322-9903

Monitor HQ building operating budget, prepare cost projections, impact reports, evaluate and recommend contract administration, approve expenditures for payment, act as lead person, special projects and assignments. Lateral transfer & T&D's considered. Must be able to work in a high rise building.

Filing Date: Until Filled

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Position Number: 290-360-5393-009

(OR) STAFF SERVICES ANALYST

Position Number: 290-360-5157-939

Location: Policy, Planning & Evaluation

Salary: \$3915-\$4759 (or) \$2507-\$3957

Time Base: P/FT VPOS DATE: 03/05/01

Contact: Michi Murphy
P.O. Box 942879
Sacramento, CA 94279-0093
(916) 322-0108

Provides a broad range of complex consultative and analytical services in support of the department's functions. Acts as team leader on projects. Requires communication, analytical and planning skills.

Filing Date: Until Filled

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Position Number: 290-360-5393-005

(OR) STAFF SERVICES ANALYST

Position Number: 290-360-5157-806

Location: Policy, Planning & Evaluation

Salary: \$3915-\$4759 (or) \$2507-\$3957

Time Base: P/FT VPOS DATE: 05/30/01

Contact: Michi Murphy
P.O. Box 942879
Sacramento, CA 94279-0093
(916) 322-0108

Provides a broad range of consultative and analytical services in support of the Administration Department's functions. Develop policies, issue papers, and procedures. Requires communication, analytical and planning skills. Knowledge of personnel and department functions desirable.

Filing Date: Until Filled

ASSOCIATE INFORMATION SYSTEMS ANALYST

Position Number: 290-381-1470-004

(OR) ASSISTANT INFORMATION SYSTEMS ANALYST

Position Number: 290-381-1479-562

Location: Technology Services Division

Salary: \$4110-\$4997 (or) \$2764-\$4155

Time Base: P/FT VPOS DATE: 05/09/01

Contact: Laurie Brown
450 N Street, MIC: 26
Sacramento, CA 95814
(916) 324-3923

Candidate acts as an analyst on software support projects, and / or works independently as a technical analyst on complex system assignments. Knowledge of NT, Exchange, Remote Access and UNIX would be helpful. Will consider downgrade of position.

Filing Date: Until Filled

ASSOCIATE INFORMATION SYSTEMS ANALYST

Position Number: 290-381-1470-580

Location: Technology Services Division

Salary: \$4110-\$4997

Time Base: P/FT

VPOS DATE: 06/11/01

Contact: David Chase

450 N Street, MIC: 26

Sacramento, CA 95814

(916) 445-2158

Desire strong IT and business process analysis skills, excellent writing and interpersonal communication skills; broad knowledge of current and emerging information tech.; strong project mgmt. skills. Provide analysis of IT infrastructure issues product evaluations and development of technology standards.

Filing Date: Until Filled**ASSOCIATE INFORMATION SYSTEMS ANALYST**

Position Number: 290-381-1470-582

Location: Technology Services Division

Salary: \$4110-\$4997

Time Base: P/FT

VPOS DATE: 06/11/01

Contact: David Chase

450 N Street, MIC: 26

Sacramento, CA 95814

(916) 445-2158

Desire strong IT and business process analysis skills, excellent writing and interpersonal communication skills; broad knowledge of current and emerging information tech.; strong project mgmt. skills. Provide analysis of IT infrastructure issues product evaluations and development of technology standards.

Filing Date: Until Filled

ASSOCIATE PROGRAMMER ANALYST

Position Number: 290-381-1579-563

(OR) PROGRAMMER I

Position Number: 290-381-1382-563

(OR) PROGRAMMER II

Position Number: 290-381-1383-563

Location: Technology Service Division
Salary: \$4110-\$4997 (or) \$2903-\$3465 (or) \$3589-\$4363
Time Base: P/FT VPOS DATE: 05/15/01
Contact: Jeffrey Shevlin
450 N Street, MIC: 26
Sacramento, CA 95814
(916) 323-1394

Applicant should have demonstrated ability through class work or job experience in application development and maintenance, with a desire to work in a mainframe environment. Knowledge of NATURAL, ADABAS, Predict and JCL is a plus. Good analytical, written & verbal skills is preferred.

Filing Date: Until Filled

ASSOCIATE PROGRAMMER ANALYST

Position Number: 290-381-1579-118

(OR) PROGRAMMER I

Position Number: 290-381-1382-566

(OR) PROGRAMMER II

Position Number: 290-381-1383-566

(OR) STAFF PROGRAMMER ANALYST

Position Number: 290-381-1581-566

Location: Technology Service Division
Salary: \$4110-\$4997 (or) \$2903-\$3465 (or) \$3589-\$4363 (or) \$4507-\$5480
Time Base: P/FT VPOS DATE: 05/18/01
Contact: Lynn Weydert
450 N Street, MIC: 26
Sacramento, CA 95814
(916) 322-8830

Strong programming skills needed for technical integration on large complex corporate database. Natural / ADABAS experience desirable. Will consider T&D or position downgrade to Programmer I / II for qualified candidate.

Filing Date: Until Filled

ASSOCIATE PROPERTY AUDITOR APPRAISER

Position Number: 290-302-5448-889

Location: Policy, Planning & Standards Division

Salary: \$4110-\$4997

Time Base: P/FT VPOS DATE: 06/11/01

Contact: Hadley Alger
P.O. Box 942879, MIC: 64
Sacramento, CA 94279-0064
(916) 445-2674

Under general direction of Supervising Property Appraiser, incumbent reviews and approves or disapproves applications for the welfare exemption from property taxes. Must travel up to 50% of time. Must be willing to work in high rise building.

Filing Date: 06/25/01

BUSINESS TAXES ADMINISTRATOR I

Position Number: 290-053-4335-153

Location: Riverside / Rancho Mirage District Office

Salary: \$4517-\$5489

Time Base: P/FT VPOS DATE: 06/12/01

Contact: LeAnne Williams
3737 Main Street, Ste. 1000
Riverside, CA 92501
(909) 680-6715

Under the general direction of the Riverside District Admin. and the functional guidance of the District Principal Auditor and District Principal Compliance Supervisor the Branch Office Supervisor is responsible for directing all activities, including both audit and compliance of the branch office.

Filing Date: 06/26/01

BUSINESS TAXES REPRESENTATIVE

Position Number: 290-083-8690-155

STUDENT ASSISTANT

Position Number: 290-083-4870-155

Location: Sacramento District Office

Salary: \$2764-\$4155 (or) \$1362-\$1814

Time Base: P/FT

VPOS DATE: 06/12/01

Contact: Dan Leddy

3321 Power Inn Rd., Ste. 210

Sacramento, CA 95826-3889

(916) 227-6798

Interested candidates must possess knowledge of tax law and meet specific educational requirements. Responsible for skip tracing, collect AR balances up to \$30,000. Prepares field billing orders, obtain final returns, tax return adjustment and assist taxpayers in returns preparations.

Filing Date: 06/26/01**BUSINESS TAXES SPECIALIST I**

Position Number: 290-466-4380-245

Location: Policy Development Section

Salary: \$4517-\$5228

Time Base: P/FT

VPOS DATE: 04/18/01

Contact: Barbara Beck

450 N Street, MIC: 50

Sacramento, CA 95814

(916) 324-2370

“This position receives an additional \$261.00 pay differential”. Interested candidates must possess knowledge of tax law and meet specific educational requirements. The Integrated Revenue and Information System (IRIS) Manual Coordinator is a new and much needed position that will develop and maintain IRIS reference manuals and other publications related to IRIS. You can make a difference in this position, which will work closely with the OE Training Team and OE IRIS Team. T&D’s will be considered.

Filing Date: Until Filled

BUSINESS TAXES SPECIALIST I

Position Number: 290-492-4380-002

Location: Environmental Fees

Salary: \$4517-\$5228

Time Base: P/FT

VPOS DATE: 06/11/01

Contact: Nancy MacIntosh
450 N Street, MIC: 57
Sacramento, CA 95814
(916) 322-4020 (or) 445-6666

Interested candidates must possess knowledge of tax law and meet specific educational requirements. Under the direct supervision of Chief, the BTS I will act in the capacity of a lead person. Duties will include reviewing and resolving problems related to billings, refunds and determinations; provide tech. support and expertise to staff, supervisors and Mgmt.

Filing Date: Until Filled

BUSINESS TAXES SPECIALIST I

Position Number: 290-450-4380-448

Location: Program Planning Division
Salary: \$4517-\$5228
Time Base: P/FT
Contact: Charlotte Paliani
450 N Street, MIC: 92
Sacramento, CA 95814
(916) 324-1825

VPOS DATE: 06/11/01

Interested candidates must possess knowledge of tax law and meet specific educational requirements. Position reports to the Program Planning Manager. Coordinates and performs special projects, provides tax advice, independently researches audit and legal issues, and acts as liaison with Board Member offices. Strong communication skills needed.

Filing Date: 06/25/01

BUSINESS TAXES SPECIALIST I

Position Number: 290-490-4380-579

Location: Special Taxes Department
Salary: \$4517-\$5228
Time Base: P/FT
Contact: Dorothy Blankenship
450 N Street, MIC: 31
Sacramento, CA 95814
(916) 324-2306

VPOS DATE: 06/11/01

Interested candidates must possess knowledge of tax law and meet specific educational requirements. Perform and / or coordinate high-level technical projects that require a high degree of knowledge of Special Taxes programs, laws regulations and systems. Provide support to STD management in identifying problems, and recommending solutions on systems and technology issues.

Filing Date: 06/25/01

BUSINESS TAXES SPECIALIST II

Position Number: 290-466-4379-013

Location: Policy Development Section
Salary: \$4724-\$5741
Time Base: P/FT
Contact: Laureen Simpson
450 N Street, MIC: 50
Sacramento, CA 95814
(916) 322-5271

VPOS DATE: 06/11/01

Work cooperatively with team members in researching sales / use tax policy issues, lead meetings, develop issues papers for Business Taxes Committee. Requires excellent written / oral communication skills.

Filing Date: 06/25/01

OFFICE ASSISTANT (G)

Position Number: 290-393-1441-701

Location: Mail Services Unit
Salary: \$1846-\$2465
Time Base: P/FT
Contact: Elwood Doyle
P.O. Box 942879, MIC: 12
Sacramento, CA 94279-0001
(916) 327-1142

VPOS DATE: 06/11/01

Able to start work early in the morning and work mandatory overtime during rush periods. Able to move bags/boxes weighing up to 50lbs., drive a van on messenger runs outside BOE and deliver within high building. Drivers license and fingerprints required.

Filing Date: 06/25/01

OFFICE ASSISTANT (G)

Position Number: 290-392-1441-900

Location: Cashier Unit
Salary: \$1908-\$2465
Time Base: P/INT (approx. 50-70 per mo.)
Contact: Sherri Irwin
450 N Street, MIC: 13
Sacramento, CA 95814
(916) 445-4424

VPOS DATE: 06/12/01

Open mail and batches and encode checks. Work hours are 6:00 a.m. to 2:30 p.m. Mandatory overtime during peak times. During overtime there is a minimum of 3 hours per day. Fingerprinting is required.

Filing Date: 06/26/01

OFFICE SERVICES SUPERVISOR II

Position Number: 290-392-1150-005

Location: Cashier Unit

Salary: \$2628-\$3195

Time Base: P/FT

VPOS DATE: 11/14/00

Contact: Carol Heale

450 N Street, MIC: 13

Sacramento, CA 95814

(916) 323-2244

Supervise a staff of 7 fulltime and 7 PI s to open and process mail, add batches and encode checks. Work hours 6:00am – 2:30pm. Mandatory overtime during peak times at 3 hours per day. Fingerprinting required.

Filing Date: Until Filled

OFFICE SERVICES SUPERVISOR II

Position Number: 290-392-1150-003

Location: Cashier Unit

Salary: \$2628-\$3195

Time Base: P/FT

VPOS DATE: 12/18/00

Contact: Kathy Havens

450 N Street, MIC: 13

Sacramento, CA 95814

(916) 323-2325

Responsible for 6 full time and 20 PI's whose main duties are opening and batching tax returns received from taxpayers. Work hours 6:00 a.m. – 2:30 p.m. Mandatory overtime during peak periods. Fingerprinting required.

Filing Date: Until Filled

OFFICE SERVICES SUPERVISOR II

Position Number: 290-392-1150-006

Location: Cashier Unit

Salary: \$2628-\$3195

Time Base: P/FT

VPOS DATE: 04/17/00

Contact: Kathy Havens

450 N Street, MIC: 13

Sacramento, CA 95814

(916) 323-2325

Responsible for 5 full time and 26 PI's whose main duties are opening and batching tax returns received from taxpayers. Work hours 6:00 a.m. – 2:30 p.m. Mandatory overtime during peak periods. Fingerprinting required.

Filing Date: Until Filled

OFFICE SERVICES SUPERVISOR III

Position Number: 290-392-1151-001

Location: Cashier Unit

Salary: \$2989-\$3635

Time Base: P/FT

VPOS DATE: 04/03/00

Contact: Carol Heale

450 N Street, MIC: 13

Sacramento, CA 95814

(916) 323-2144

Supervise a staff of 51 responsible for document and check balancing, bank deposits, and adjustments, dishonored checks and District Office Mail. Mandatory overtime during peak periods. Fingerprinting required.

Filing Date: Until Filled

OFFICE TECHNICIAN (T)

Position Number: 290-391-1139-888

Location: Processing & Facilities Management

Salary: \$2348-\$2855

Time Base: P/FT

VPOS DATE: 04/30/01

Contact: Carol Affleck

450 N Street, MIC: 22

Sacramento, CA 95814

(916) 323-9188

Incumbent must have a high degree of initiative performing clerical support functions. Follow-up and track various assignments, schedules, etc. Must be willing to work in a high rise building.

Filing Date: Until Filled

OFFICE TECHNICIAN (Typing)

Position Number: 290-321-1139-008

Location: Internal Security and Audit Division

Salary: \$2348-\$2855

Time Base: P/FT

VPOS DATE: 12/04/00

Contact: Ginny Morrison

450 N Street, MIC: 54

Sacramento, CA 95814

(916) 445-2918

Reviews and screens incoming mail and telephone calls. Maintains confidential investigation and division administration files. Able to transcribe and type at 40 wpm. Ability to maintain confidentiality and demonstrate interest in assuming increasing responsibility.

Filing Date: Until Filled

OFFICE TECHNICIAN (T)

Position Number: 290-381-1139-001

Location: Technology Service Division
Salary: \$2348-\$2855
Time Base: P/FT
Contact: Lynn Weydert
450 N Street, MIC: 26
Sacramento, CA 95814
(916) 322-8830

VPOS DATE: 05/15/01

Provides various clerical support functions and administrative activities in support of the Technical Integration, Business Integration, and DA / DBA Units. Must demonstrate high degree of initiative, consequence of error, and independent judgement.

Filing Date: Until Filled**OFFICE TECHNICIAN (T)**

Position Number: 290-466-1139-003

Location: Policy Development Section
Salary: \$2348-\$2855
Time Base: P/FT
Contact: Geoffrey E. Lyle
450 N Street, MIC: 50
Sacramento, CA 95814
(916) 322-0849

VPOS DATE: 06/12/01

Provide clerical support to the Policy Development Section. Duties include support of Business Taxes Committee Team & Training Team. Incumbent must be able to type 40 WPM.

Filing Date: 06/26/01

OFFICE SERVICES SUPERVISOR III

Position Number: 290-392-1151-002

Location: Cashier Unit

Salary: \$2989-\$3635

Time Base: P/FT

VPOS DATE: 06/12/01

Contact: Carol Heale

450 N Street, MIC: 13

Sacramento, CA 95814

(916) 323-2144

Supervises a staff of 75 responsible for opening, editing and processing documents and remittances for taxes. Mandatory overtime during peak periods. Fingerprints required.

Filing Date: 06/26/01

SECRETARY

Position Number: 290-391-1176-871

Location: Administrative Support Division

Salary: \$2390-\$2906

Time Base: P/FT

VPOS DATE: 05/07/01

Contact: Dade Powers

450 N Street, MIC: 21

Sacramento, CA 95814

(916) 445-3498

Work with minimal supervision. Must meet stringent deadlines, work closely with Emergency Coordinator on related duties. Must maintain a high degree of confidentiality. Independently performing the most difficult clerical duties. Willing to work in high rise.

Filing Date: Until Filled

SECRETARY

Position Number: 290-450-1176-002

Location: Program Planning Division

Salary: \$2390-\$2906

Time Base: P/FT

VPOS DATE: 06/12/01

Contact: Charlotte Paliani

450 N Street, MIC: 92

Sacramento, CA 95814

(916) 324-1825

Secretary position to program Planning Manager; must be sensitive to confidential matters; draft memos, letters, answer phones, maintain Business Tax Committee materials.

Filing Date: 06/26/01

SENIOR INFORMATION SYSTEMS ANALYST

Position Number: 290-381-1337-004

Location: Technology Service Division
Salary: \$4958-\$6026
Time Base: P/FT
Contact: Donald Dugas
450 N Street, MIC: 26
Sacramento, CA 95814
(916) 322-2924

VPOS DATE: 04/30/00

Experience installing / configuring Novell NetWare 4.x and / or 5.x servers, troubleshoot / correct complex NetWare 4.x/5.x and Novell Directory Services issues. Experience installing and configuring local and Wide area network infrastructure components and troubleshooting / correct complex network connectivity issues desirable.

Filing Date: Until Filled

SENIOR LEGAL TYPIST

Position Number: 290-311-3224-020

Location: Legal
Salary: \$2304-\$3129
Time Base: P/FT
Contact: Patricia Hudgins
450 N Street, MIC: 83
Sacramento, CA 95814
(916) 323-4409

VPOS DATE: 06/12/00

In the Property Tax Legal Section provide the most difficult and complex legal secretarial duties for assigned attorneys. Fulltime Office Technician (T) positions will be considered for possible transfer.

Filing Date: Until Filled

STAFF INFORMATION SYSTEMS ANALYST

Position Number: 290-381-1312-449

Location: Technology Service Division
Salary: \$4507-\$5480
Time Base: P/FT
Contact: Lisa Senitte
450 N Street, MIC: 26
Sacramento, CA 95814
(916) 445-4430

VPOS DATE: 12/18/00

Incumbent will act as leader on Network Support Projects. Provide technical leadership for the installation, configuration and management of software on multiple technological platforms in UNIX, Novell, NT, WAN, LAN and PC environments.

Filing Date: Until Filled

STAFF INFORMATION SYSTEMS ANALYST

Position Number: 290-381-1312-001

Location: Technology Service Division

Salary: \$4507-\$5480

Time Base: P/FT

VPOS DATE: 05/15/01

Contact: Shelley Morse

450 N Street, MIC: 26

Sacramento, CA 95814

(916) 327-9572

Lead analyst for the Technology Administrative Support Section. Responsible for development of Information Technology FSR's, BCP's, Issue Papers, strategic Plans, and other essential technology planning documents; requires strong analytical and communication skills.

Filing Date: Until Filled**STAFF INFORMATION SYSTEMS ANALYST**

Position Number: 290-023-1312-738

Location: San Francisco District Office

Salary: \$4507-\$5480

Time Base: P/FT

VPOS DATE: 06/06/01

Contact: Wolfgang Liebelt

455 Golden Gate Ave., Suite 7500

San Francisco, CA 94102

(415) 703-5428

Under the general direction of the San Francisco District Administrator, acts in an independent manner and is responsible for all aspects of the Local Area Network (LAN), desktop PC's, laptops and systems for the San Francisco District and for future additions and enhancements. Provides recommendations and advice to SUTD management regarding the more complex data processing.

Filing Date: Until Filled**STAFF INFORMATION SYSTEMS ANALYST**

Position Number: 290-381-1312-583

Location: Technology Service Division

Salary: \$4507-\$5480

Time Base: P/FT

VPOS DATE: 06/12/01

Contact: David Chase

450 N Street, MIC: 26

Sacramento, CA 95814

(916) 445-2158

Desire excellent IT and business process analysis skills, excellent writing interpersonal communication skills; comprehensive knowledge of current and emerging information tech.; strong project mgmt. skills. Provide analysis of IT infrastructure issues, product evaluations and dev. of technology standards.

Filing Date: Until Filled

STAFF PROGRAMMER ANALYST

Position Number: 290-381-1581-513

(OR) ASSOCIATE PROGRAMMER ANALYST

Position Number: 290-381-1579-021

(OR) PROGRAMMER II

Position Number: 290-381-1383-513

(OR) PROGRAMMER I

Position Number: 290-381-1382-513

Location: Technology Service Division

Salary: \$4507-\$5480 (or) \$4110-\$4997 (or) \$3589-\$4363 (or) \$2903-\$3465

Time Base: P/FT

VPOS DATE: 03/07/00

Contact: Don Rudisill

450 N Street, MIC: 26

Sacramento, CA 95814

(916) 445-1268

Applicant should have demonstrated familiarity through class work or job experience with the fundamentals of programming and system analysis and design, with a desire to work in a mainframe environment. A strong training program is provided for selected applicants.

Filing Date: Until Filled**STAFF SERVICES ANALYST**

Position Number: 290-381-5157-005

Location: Technology Service Division

Salary: \$2507-\$3957

Time Base: P/FT

VPOS DATE: 05/21/01

Contact: Shelley Morse

450 N Street, MIC: 26

Sacramento, CA 95814

(916) 327-9572

Serve as personnel expert performing complex personnel transactions. Consult / advise management on refill / reclasses and restructuring efforts. Act as training coordinator. Develops and maintains annual training plan, monitors training budget, and leads clerical staff.

Filing Date: Until Filled

STAFF SERVICES ANALYST

Position Number: 290-391-5157-836

Location: Business Services
Salary: \$2507-\$3957
Time Base: P/FT
Contact: Jan Tankersley
450 N Street, MIC: 22
Sacramento, CA 95814
(916) 445-2406

VPOS DATE: 06/12/01

Coordinates installations and reconfigurations with furniture installers, electricians and communications vendors. Troubleshoots telecommunications equipment and lines.

Filing Date: 06/26/01**STAFF SERVICES ANALYST**

Position Number: 290-316-5157-002

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Position Number: 290-316-5393-138

Location: CATS INFO Center
Salary: \$2507-\$3957 (or) \$3915-\$4759
Time Base: LT/FT (06/08/03)
Contact: Sandy McNabb
450 N Street, MIC: 90
Sacramento, CA 95814
(916) 322-1973

VPOS DATE: 06/12/01

Perform analytical assignments related to the Board's 27 tax and fee programs. Ensure the timely and accurate notification to staff of changes in tax programs, regulations, operational business practices or statutory provisions which affect taxpayers. T&D's may be considered.

Filing Date: 06/26/01

STAFF SERVICES MANAGER I (Sup)

Position Number: 290-316-4800-002

Location: CATS Info. Center
Salary: \$4520-\$5453
Time Base: LT/FT
Contact: Tawnia Starr Contreras
450 N Street, MIC: 79
Sacramento, CA 95814
(916) 445-6188

VPOS DATE: 06/06/01

This position supervises the Education Outreach Section, performing a wide variety of duties in all areas of customer services marketing, including development, coordination, education, training, advocacy, budgeting, and strategic planning. Desirable qualifications include effective verbal and written communication skills; marketing experience; ability to make formal presentations to diverse groups; supervisor and team leader skills; ability to analyze complex and sensitive situations and propose workable solutions; a positive, creative, and flexible approach to problem solving; the ability to relate to staff at all levels; and PC experience using MS Office Suite. Submit a statement of qualifications along with a standard state application. Two-year limited term; may become permanent.

Filing Date: Until Filled**STAFF SERVICES MANAGER I (Sup)**

Position Number: 290-381-4800-002

Location: Technology Service Division
Salary: \$4520-\$5453
Time Base: P/FT
Contact: Shelley Morse
450 N Street, MIC: 26
Sacramento, CA 95814
(916) 327-9572

VPOS DATE: 06/12/01

Responsible for managing staff and activities within the Technology Administrative Support Section. This includes organizing and controlling the tasks relating to training, contract administration, procurements, personnel administration, and office services.

Filing Date: Until Filled

STUDENT ASSISTANT

Position Number: 290-371-4870-900

Location: Accounting Section
Salary: \$1362-\$1814
Time Base: TAU/INT
Contact: Sandra Kennedy
450 N Street, MIC: 23
Sacramento, CA 95814
(916) 327-9629

VPOS DATE: 04/02/01

Under close supervision and in a learning capacity, the Student Assistant performs routine accounting functions such as pays invoices and expense claims, posts to subsidiary ledgers, inputs data into PC files and Accounting's mini-computer, performs special projects, and serves as a backup for various accounting functions. Must provide proof of application for, or enrollment as a student, in an appropriate college or university program taking at least 9 units a semester. Must be a Business Administration Major – Accounting concentration. Desirable Qualifications include good communication, interpersonal, and customer service skills. (2 positions available).

Filing Date: Until Filled**STUDENT ASSISTANT**

Position Number: 290-360-4870-900

Location: Policy, Planning & Evaluation
Salary: \$1362-\$1814
Time Base: TAU/INT (1500 hrs)
Contact: Michi Murphy
P.O. Box 942879
Sacramento, CA 94279-0069
(916) 322-0108

VPOS DATE: 06/12/01

Duties will include installing PC / LAN equipment, providing general end-user software support, assisting with special projects and PC database applications.

Filing Date: Until Filled

STUDENT ASSISTANT

Position Number: 290-023-4870-724

(OR) GRADUATE STUDENT ASSISTANT

Position Number: 290-023-4872-724

(OR) TAX AUDITOR

Position Number: 290-023-4267-724

Location: San Francisco District Office
Salary: \$1362-\$1814 (or) \$1681-\$2545 (or) \$2764-\$4155
Time Base: P/FT VPOS DATE: 02/13/01
Contact: Alex Viripaeff
455 Golden Gate Ave. Ste. 7500
San Francisco, CA 94102
(415) 703-5323

Interested candidates must possess knowledge of tax law and meet specific educational requirements. Conducts field audits of “moderate difficulty” in both Sales and Use Tax and Use Fuel Tax. May assist in the completion of a “more difficulty” audit and special assignments.

Filing Date: Until Filled**SYSTEMS SOFTWARE SPECIALIST I**

Position Number: 290-381-1587-002

(OR) STAFF PROG. ANALYST

Position Number: 290-381-1581-515

(OR) ASSOCIATE PROG. ANALYST

Position Number: 290-381-1579-515

Location: Technology Services Division
Salary: \$4506-\$5479 (or) \$4507-\$5480 (or) \$4110-\$4997
Time Base: P/FT VPOS DATE: 02/27/01
Contact: Jan Yokoi
450 N Street, MIC: 26
Sacramento, CA 95814
(916) 322-3871

Provide database administration and technical support for Natural / ADABAS, SYBASE, and / or SQL Server platforms. Requires good initiative, analytical and communication skills; willingness and ability to learn new platforms quickly. T&D's will be considered.

Filing Date: Until Filled

TAX AUDITOR

Position Number: 290-553-4267-313

(OR) STUDENT ASSISTANT

Position Number: 290-553-4870-313

Location: Santa Ana District Office

Salary: \$2764-\$4155 (or) \$1362- \$1814

Time Base: P/FT

VPOS DATE: 06/12/01

Contact: Richard L. Hess

28 Civic Center Plaza, Room 239

Santa Ana, CA 92701

(714) 558-4031 C/N 657-4031

Mobile worker position. Interested candidates must possess knowledge of tax law and meet specific educational requirements. Under general supervision of a Supervising Tax Auditor, the Tax Auditor conducts field audits of Sales & Use Tax, assisting in more difficult and special assignments.

Filing Date: 06/26/01**TAX TECHNICIAN I**

Position Number: 290-485-1973-592

Location: Return Processing

Salary: \$2029-\$2648

Time Base: LT/PT (1/2)

VPOS DATE: 06/12/01

Contact: Yolanda Danner

450 N Street, MIC: 35

Sacramento, CA 95814

(916) 323-0503

Reviews tax returns and makes on-line adjustments. Works in a production oriented environment. Must be able to operate calculator by touch. Calculator exercise will be given at time of interview to evaluate skill level. TT II's may apply. Position may go permanent.

Filing Date: 06/26/01

TAX TECHNICIAN I

Position Number: 290-063-1973-561

(OR) TAX TECHNICIAN II

Position Number: 290-063-1974-561

Location: San Diego District Office

Salary: \$2029-\$2648 (or) \$2348-\$2855

Time Base: P/FT

VPOS DATE: 06/12/01

Contact: Grace Garcia

1350 Front Street, Ste. 5047

San Diego, CA 92101

(619) 525-4555

Differential eligible. Under the general supervision of the BTCS II, the Tax Technician I / II registers sales and use tax accounts, closes out accounts, and performs other counter duties including reception coverage.

Filing Date: 06/26/01

TAX TECHNICIAN II

Position Number: 290-553-1974-724

(OR) TAX TECHNICIAN I

Position Number: 290-553-1973-724

Location: Santa Ana District Office

Salary: \$2348-\$2855 (or) \$2029-\$2648

Time Base: LT/FT (05/02/02)

VPOS DATE: 06/12/01

Contact: Kathleen O'Brien

28 Civic Center Plaza, Rm. 239

Santa Ana, CA 92701

(714) 558-4045; C/N 657-4045

Tax Technician Differential. Under the general supervision of the District Office Compliance Supervisor and direct supervision of the Supv. Tax Technician II. The TTII performs duties related to issuance of business tax permits close-out of permits, cashiering, escrow duties, and handles registration.

Filing Date: 06/26/01

TAX TECHNICIAN III

Position Number: 290-483-1975-009

Location: Account Analysis Section
Salary: \$2626-\$3193
Time Base: P/FT
Contact: Paulene Lorentson
450 N Street, MIC: 29
Sacramento, CA 95814
(916) 323-4240

VPOS DATE: 02/06/01

Incumbent evaluates reports, returns and correspondence related to the delinquency process and maintains the revocation cycle. Willing to work in high rise building.

Filing Date: Until Filled**TAX TECHNICIAN III**

Position Number: 290-483-1975-026

Location: Account Analysis Section
Salary: \$2626-\$3193
Time Base: P/FT
Contact: Paulene Lorentson
450 N Street, MIC: 29
Sacramento, CA 95814
(916) 323-4240

VPOS DATE: 05/09/01

Incumbent evaluates reports, returns and correspondence related to the delinquency process and maintains the revocation cycle. Willing to work in a high rise building.

Filing Date: Until Filled

Board of Equalization

Examinations

Current Exams:

- Accounting Officer (Specialist) Promotional spot Sacramento
Final Filing Date: June 15, 2001
- Business Services Officer III Promotional spot Sacramento
Final Filing Date: June 15, 2001
- Tax Counsel/Tax Counsel III (Specialist) Open spot Torrance
Final Filing Date: June 15, 2001

Open Continuous Filing Exams:

- Assistant/Associate Property Appraiser*
- Assistant/Associate Property Auditor Appraiser*
- Business Taxes Representative*
- Programmer I/Programmer II
- Staff Information Systems Analyst (Specialist)
- Tax Auditor*
- Tax Counsel (Open Spot – Sacramento)*
- Tax Technician I

*Exams administered on the Internet
(Internet address: <http://exams.spb.ca.gov>)

Exam Hotline: (916) 323-5180

For further information, you may contact the Examination and Recruitment Section at (916) 324-4807.

STATE PERSONNEL BOARD ADMINISTERED EXAM

- Office Assistant (General & Typing) – The State Personnel Board has announced Open, Continuous testing for Sacramento and Yolo Counties. Beginning October 2, 2000, you may submit your application and schedule an appointment to take the written test on the Internet. Please refer to the examination bulletin for further information.

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